



TOWN OF APPLE VALLEY TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** July 09, 2013
From: Marc Puckett, Assistant Town Manager **Item No:** 11
Finance & Administration
Subject: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING AND ESTABLISHING SPECIFIED FEES FOR TOWN SERVICES

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

Adopt Resolution Number 2013-29, a Resolution of the Town Council of the Town of Apple Valley, California, amending and establishing specified fees for Town services for Fiscal Year 2013-2014.

SUMMARY:

Staff has completed a thorough analysis of the Town's current fees effective for the 2012-2013 fiscal year. The last increase to any fees was in 2008. At that time, only the Consumer Price Index (CPI) increase was applied and only to some of the service fees. As a result, most of the Town's fees do not cover the processing costs. The percentage cost recovery that exists now is significantly lower than the level of cost recovery that existed in 2008. Over the last several years it was thought that the postponement of any increases to fees would help spur development. It is questionable if this action has had any effect in contributing to development within that time frame and in fact, there is no evidence to support that it has. The postponement of annual reviews of the fees has contributed to creating other budgetary pressures. Over the past several years, the Town has made significant reductions in operating costs. With the implementation of these budget strategies, and as sound financial practices mandate, the Town must annually re-evaluate increased costs of service, and the operating impacts of such cost increases as part of the fiduciary responsibilities of the Town. Most of the existing fees are now being subsidized and are out of sync with the costs that are required to provide such services.

The attached Resolution Number 2013-29 implements the Council's direction to automatically adjust by a percentage amount that is equal to or less than, as determined by the Town Council, the increase to the CPI, for the previous twelve month period of March, 2011 to March, 2012, which is 6.37 percent since the last fee adjustment over four years ago during March 2008. The average annual increase during the March, 2011 to March, 2012 period was 1.59%. The increase from March, 2012 to March, 2013 was 1.29%. The fee increases, as proposed, will

bring the users fees current through March, 2012 unless otherwise noted and do not include the CPI increase for the last twelve months.

In addition, on May 10, 2005, the Town Council adopted Ordinance 294 which modified and amended certain development impact fees and wastewater fees and charges as provided by in Exhibit A & B of the referenced ordinance. The Development Impact Fees include: Animal Control Facilities; Law Enforcement Facilities; Storm Drainage Facilities; Sanitary Sewer Collection System; General Government Facilities; Aquatic Facilities; and Public Meeting Facilities. The fees as proposed are to be adjusted annually by a percentage amount that is equal to or less than, as determined by the Town Council, the change to the Engineering News Record (ENR) Cost of Construction Funds Index - 20 Cities Average for the previous twelve month period of March to March. These fees have not been adjusted in over five fiscal years. A computation of the ENR Cost of Construction Funds Index – 20 Cities Average for the period of March, 2008 through March, 2013 indicates that the Town's Development Impact Fees and Wastewater fees (not including what VVRWA gets) should be increased by 16.61%. Based upon the ENR Cost of Construction Funds Index, the average annual increase in the ENR was 3.32%.

Attached to the staff report are Fee Schedules summarizing all of the fees charged by the Town for various functions and services performed.

The attached Resolution Number 2013-29 would adopt those proposed fees, except the development impact fees noted above. The Development Impact Fees will be discussed as part of a separate agenda item. Proposed changes to the Master Fee Schedules are noted in each of the fee schedules included as part of the attached resolution and as noted below:

- Schedule A for Building and Safety
- Schedule B for Engineering
- Schedule C for Parks and Recreation
- Schedule D for Planning
- Schedule E for Public Works
- Schedule F for Special Licenses
- Schedule G for Town-wide fees
- Schedule H for Wastewater fees

As part of Schedule A "Building and Safety" an increase in the Building Evaluations has been proposed to equal the San Bernardino County 2010 adopted schedule. A CPI annual increase of the Building Evaluation is also proposed. The Town's current Building Evaluation schedule is significantly less than the actual construction cost and the average evaluations for most local jurisdictions. The Building Evaluations have not been modified since 1991. The proposed County Evaluation schedule is a typical average for the industry within the area. Attachment 11 to this report, illustrates the proposed changes in building evaluations as it relates to a typical residential, commercial and industrial project.

In addition to the adjustments noted above, other modifications have been made to Schedule D as provided below. Modifications to Schedule D are shown within the schedule in bold for new language and as a strike-out for proposed deletions.

- Modifications to the deposits for Amendments to approved projects have been simplified requiring 50% of the original fee up to an amount of the actual cost of the project.

Therefore, most of the amendments listed separately under each permit have been deleted.

- Deposit fees have been modified to reduce the subsidy to no more than 50%. This is in accordance with the Fee Study completed in 2005 including CPI increases applied since that time. The following permits were increased to bring the subsidy down to 50%. The only permit that was not increased to reduce the subsidy to no more than 50% was the appeal fees. This subsidy remains at over 86% for appeals, which maintains affordability for the average resident to appeal a project of concern. The following permits have been increased more than the CPI to bring the subsidy to no more than 50%.
 - o Annexation from \$3592 to \$4600
 - o CUP (no new construction) from \$2659 to \$3045
 - o Home Occupation Permit from \$59 to \$85
 - o Outdoor display/sale permit from \$262 to \$310
 - o Pigeon Permit from \$130 to \$400
 - o Special Events Permit – Major from \$597 to \$1140

- The fee study indicated that a Special Event Permit – Minor covered .5 hours of staff time for processing. Processing of these permits takes an average of 6 hours to process, including time from a variety of staff members. The overall cost recovery for this permit is \$982. Included on the modified fee schedule is a deposit fee of \$491, which is a 50% subsidy of the permit. This was the only permit identified that was incorrect within the fee study.

- New permits have been added that include the following:
 - o Maps - \$15 and a deposit of \$100 for custom maps
 - o Native Plant/Joshua Tree Surveys - \$250
 - o Radius Maps and Mailing Labels for Public Hearings - \$275-325

The Resolution has been prepared with an effective date of July 10, 2013 unless otherwise noted.

BACKGROUND:

On March 31, 2005, the Town completed and published a comprehensive fee study for Town fees in a document prepared by Revenue and Cost Specialists (RCS) entitled "Cost of Service Study for the Town of Apple Valley".

On May 10, 2005, after a series of workshops before the Town Council and Park and Recreation Commission, the Town Council adopted Resolution 2005-21 amending and establishing fees and charges for Town services recommended in the RCS study. In addition, and as recommended by RCS, the resolution provided for an automatic annual cost of living adjustment to reflect changes for the previous twelve month period of March to March. On July 12, 2006, Resolution 2006-44 was adopted and the fees were adjusted by 4.5 percent pursuant to the increase in the Los Angeles-Riverside-Orange County Consumer Price Index. On May 22, 2007, Resolution 2007-20 was adopted and the fees were adjusted by 4.0 percent.

ALTERNATIVES CONSIDERED:

Pursuant to the Town's Ordinance and Resolutions referenced herein, an annual adjustment is made to the User Fee based upon an evaluation of the Consumer's Price Index. If the proposed fee schedule is not approved corresponding cuts in the adopted budget may need to be considered in an amount sufficient to offset the anticipated revenue from the proposed fees.

FISCAL REVIEW:

The Town has projected that approximately an additional \$120,000 will be collected in fees as a result of the proposed fees as adopted in the Town's Fiscal Year 2013-2014 Operating and Capital Improvement Budget. If the attached Fee Schedule is not approved, corresponding cuts in the Town's budget may need to be considered to offset the associated loss in resources included in the Adopted FY 2013-2014 General Fund Budget.

LEGAL REVIEW:

The attached resolution has been reviewed and approved as to form.

CONCLUSION:

Staff recommends the adoption of the attached Resolution No. 2013-29 establishing the Fiscal Year 2013-2014 Fee Schedule. These fees are intended to partially or fully recover the service cost for each of the specified services or functions noted within the attached schedules. Staff recommends approval and adoption of the attached resolution.

- ATTACHMENTS:**
- 1) Resolution Number 2013-29
 - 2) Schedule A for Building and Safety
 - 3) Schedule B for Engineering
 - 4) Schedule C for Parks and Recreation
 - 5) Schedule D for Planning
 - 6) Schedule E for Public Works
 - 7) Schedule F for Special Licenses
 - 8) Schedule G for Town-wide fees
 - 9) Schedule H for Wastewater fees

RESOLUTION No. 2013-29

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING AND ESTABLISHING SPECIFIED FEES FOR TOWN SERVICES

WHEREAS, prior to 2005, the Town Council of the Town of Apple Valley had previously adopted schedules for various services, materials and mitigations provided by the Town specifying that the cost of rendering such services, materials or mitigations should be borne by the beneficiaries of same; and

WHEREAS, due to the effects of inflation and other factors, the revenues and said fees were no longer sufficient to defray the full cost of furnishing said services; and

WHEREAS, the Town of Apple Valley previously conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services, contained in a document prepared by Town Staff and Revenue and Cost Specialists (“RCS”) entitled “Cost of Service Study for the Town of Apple Valley (Fiscal Year 2004-2005)”, published March 31, 2005; and

WHEREAS, following a duly noticed public hearing, and based upon said Cost of Services Study, the Town Council on May 10, 2005, adopted fees and charges, including those in Resolution No. 2005-21, which Resolution provided that referenced fees therein shall annually be automatically adjusted by a percentage amount equal to or less than the change in the cost of living index; Resolution No. 2006-44 clarified the intent of the Town to use the Los Angeles-Riverside-Orange County Consumer Price Index for Urban Wage Earners and Clerical Workers, which has been historically used by the Town, and will continue to be used in the current resolution to assist in determining fees and cost of living adjustments; and

WHEREAS, such RCS Cost of Service Study for the Town of Apple Valley for Fiscal Year 2004-2005 has been updated annually since 2005 to include various price increases in construction costs, including increases in the prices of commodities as noted in the Los Angeles-Riverside-Orange County Consumer Price Index for Urban Wage Earners and Clerical Workers (March to March), and pursuant to a staff-developed construction price increase analysis fee study on file with the Town Clerk dated May 1, 2008; and

WHEREAS, on May 10, 2005, the Town Council of the Town of Apple Valley adopted Ordinance 294 which modified and amended certain wastewater fees and charges as provided by Exhibit B of said ordinance; and

WHEREAS, Exhibit B of Ordinance 294 provided for automatic adjustment by the Engineering News Record (ENR), construction cost index, 20 cities average (March to March); and

WHEREAS, the Town wishes to comply both with the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and

WHEREAS, the Town desires to continue with the established policy of recovering the full costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

WHEREAS, based upon the State Guidelines to Implement the California Environmental Quality Act (CEQA), the proposed changes to the adopted Apple Valley Fee Schedule is not defined as a project and is, therefore, EXEMPT from further environmental review; and

WHEREAS, the Town Council has duly considered the question of whether to automatically increase said fees on an annual basis; and

WHEREAS, implementing the cost of living increase by amending the Apple Valley Fee Schedule is necessary to implement the intent of Resolution No. 2005-21, and is consistent with applicable enactments of the Town of Apple Valley and will promote and continue to promote the health, safety and general welfare of the citizens of the Town of Apple Valley; and

WHEREAS, it is the intention of the Town Council to continue to implement and update its developed and revised schedule of fees and charges based on the Town's budgeted and projected costs reasonably borne for the ensuing fiscal year; and

WHEREAS, the Town in 2005 made available to the public data indicating the amount of cost, or estimated cost, required to provide the services for which the fees and service charges are levied and the revenue sources anticipated to provide the services, including the above-referenced Cost of Service Study; has made available for the public the said current construction price increase analysis and fee study; and

WHEREAS, the modified fees and charges proposed are consistent with the purpose and intent of the Town's General Plan; and

WHEREAS, all requirements for adoption of this Resolution have been complied with;

NOW, THEREFORE, BE IT RESOLVED that, based upon the said fee study considered by the Town Council, and for the reasons discussed by the Council, the Town Council of the Town of Apple Valley, California, finds, determines and orders as follows:

Section 1. That the fees, as increased, in the Apple Valley Fee Schedule hereby implement the automatic cost of living increase provisions intended by the Town Council in 2005, are consistent with applicable Town regulations, and will promote the health, safety and general welfare of the citizens of the Town of Apple Valley.

Section 2. That, based upon the State Guidelines to Implement the California Environmental Quality Act (CEQA), the proposed changes to the adopted Apple Valley Fee Schedule are not defined as a project and are, therefore, EXEMPT from further environmental review.

Section 3. The amended schedule of fees for various services, materials and mitigations provided by the Town of Apple Valley attached as "Schedule A through Schedule I" inclusive, hereto, which amend and add to certain fees and charges contained in the Schedule of Fees originally adopted by Council Resolution Nos. 2002-15, 2005-21, and 2008-30, as subsequently amended, and pursuant to the provisions contained therein, are hereby approved and adopted.

Section 4. Prior enactments of the Town Council establishing fees and charges for services, materials and mitigations, identified within Schedule A through Schedule G inclusive, attached hereto, are hereby amended to the extent that such prior enactments duplicate or are inconsistent with fees and charges established hereby; except as so amended, fees and charges for services, materials or mitigations in effect prior to adoption of this resolution and not amended hereby shall remain in effect.

Section 5. The recitals and provisions of Ordinance No. 294, considered during the public hearing therefore on May 10, 2005 as they pertain to Quimby and Park Development Impact Fees are hereby referenced and incorporated in connection with adoption of this Resolution.

Section 6. Severability. If any provision of this Resolution or the application thereof to any person or circumstances held invalid, such invalidity shall not affect other provisions or applications and, to this end, the provisions of this Resolution are declared to be severable. In the event any fee increase herein is determined by the final judgment of a court of competent jurisdiction to be invalid, then the fee in effect as to that item prior to the adoption of the said invalidated fee by this Resolution shall be construed hereby to remain in effect.

Section 7. Except where the minimum effective date is otherwise prescribed by law, unless otherwise prescribed in Exhibit A hereto, the fees approved, increased and established herein shall become effective on July 10, 2013 unless otherwise noted.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 9th day of July, 2013.

Curt Emick, Mayor

ATTEST:

La Vonda M. Pearson, Town Clerk

EXHIBIT A
TOWN OF APPLE VALLEY
FEE SCHEDULE

SCHEDULE A:

BUILDING AND SAFETY

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PREFACE

Building Inspection and Plan Review

All fees fixed by this section are for each identified process, and additional fees shall be imposed for each additional process required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units (e.g. such units of measurement include total valuation, square footage, cubic yards, years, BTU's, etc.).

Refund/Collection Policy - Where additional fees must be charged and collected for completed staff work; or where a refund of excess deposited fund is due, and where such charge or refund is ten dollars (\$10.00) or less; a charge or refund need not be made. This policy is in compliance with California Government Code Sections 29373.1 and 29375.1 and any amendments thereto.

Cumulative Fees - Where fees are indicated as cumulative, they are fixed for each indicated range individually and separately from all other ranges. The total of all preceding ranges yields the cumulative total.

Any fee which is less than the minimum permit fee charge, the difference is charged and shown under "issuance" fee.

**PERMIT AND PLAN REVIEW FEES FOR R AND U OCCUPANCIES
(RESIDENTIAL)**

The building permit and plan review fees for 1, 2 and 3 story buildings housing only R and U occupancies that are not hotels or motels shall be computed from “Table A” and “Table B” in this section. The permit fee from “Table B” includes all inspection fees for all phases of the construction, including fees for sewer connection or disposal permits, residential driveway approach permits, temporary construction power pole permits, and those for a temporary construction shed that is removed prior to final inspection. For roofing repairs and demolition, see page F15.

The adjusted floor area in “Table B” shall be computed from “Table A” by multiplying the actual area of each use as determined from exterior dimensions, by the appropriate factor from “Table A”.

“Table A”*

Living areas, including basements and cellars.....	1.00
Garage & storage buildings.....	0.50
Porch, patio, carport.....	0.20
Porch or patio enclosure.....	0.20
Raised floor decking.....	0.20
Cover over raised floor decking.....	0.20
Slab or foundation only (when requested for record).....	0.10
Masonry fireplace (for each firebox).....	Add 60 sq. ft.
Retaining walls and masonry fences.....	0.20
Air supported and film covered agricultural buildings.....	0.10
Milking barns.....	0.80
Agricultural buildings with open sides.....	0.20
Other agricultural buildings.....	0.50

For remodeling, repair, alteration and rehabilitation in existing buildings, the factor is to be determined by dividing the valuation of the new work by the valuation of the existing building. The factor and square footage are to be determined by the prealteration inspection.

*When converting from one use to another use, the factor shall be the difference between the factor for the new use and the factor for the existing use (e.g., when converting a garage to living area, the factor will be 1.00 less .50 = .50).

INCHES	1	2	3	4	5	6	7	8	9	10	11
FEET	.08	.17	.25	.33	.42	.50	.58	.67	.75	.83	.92

PERMIT FEES FOR GROUPS R AND U OCCUPANCIES (RESIDENTIAL AND ACCESSORY BUILDINGS)

“TABLE B”

RESIDENTIAL BUILDING PERMIT FEE/SCHEDULE BY AREA

(A)	1 to 50 sq. ft.....	\$189.00
(B)	51 to 500 sq. ft.....	\$189.00 plus 0.90/sq. feet over 50 sq. ft.
(C)	501 to 1,000 sq. ft.....	\$189.00 plus \$.90/100 sq. ft.
(D)	1,001 to 2,000 sq. ft.....	\$1,089.00 plus \$47.29/100 sq. ft.
(E)	2,001 to 3,000 sq. ft.....	\$1,561.50 plus \$37.80/100 sq. ft.
(F)	3,001 to 4,000 sq. ft.....	\$1,939.50 plus \$28.35/100 sq. ft.
(G)	Over 4,000 sq. ft.....	\$2,223.00 plus \$18.90/100 sq. ft.

Residential Plan Review Fees. When a plan or other data is required to be submitted by the Building Code, a plan review fee shall be paid at the time of submitting plans and specifications for review.

(A)	Residential plan review fee, new construction Single family residence.....	50% of residential permit fee
(B)	Residential plan review fee-other.....	50% of residential permit fee

Residential plan review fee reduction for repetitive use of model plan..... 20% of Table B amount

Fee reduction for State of California approved factory-built Housing permit and plan review fees..... 50% of Table B amount

Strong Motion Instrumentation Program (SMIP)..... State of California Public Resources Code Fee = \$0.00010 x valuation (minimum \$0.50)

Valuation shall be \$60.70 per square foot.

For State of California approved factory-built housing, the plan review and permit fees shall be 50% of the fees prescribed by this table.

REPETITIVE PLAN REVIEW FOR TRACTS:

Each structure/house within a tract must undergo and pay for plan review. The initial plan review (model) will be 50% of the construction permit fee. The plan review fee for each additional structure within the tract will be 20% of the construction permit fee. This plan review fee is due prior to issuance of construction fees.

MISCELLANEOUS PERMIT FEES

Minimum Total Fee For Any Permit

- A. One Time Inspection Permit..... \$ 92.00
- B. All Others..... \$ 138.00

(Plus any surcharges, i.e.; Strong Motion Implementation Program or other fees, i.e.; School Fees, Drainage Fees, Road Fees, etc.)

Permit Issuance Fee: (In addition to the fees prescribed in the Electric, Mechanical, Plumbing and Solar energy schedules for each permit on a single application form) \$ 92.00

Swimming Pools. All Fees:

- 1. Accessory to Single Family Dwellings:
 - A. With a Standard Plan..... \$460.00
 - B. With other than a Standard Plan (Plan Review included) \$552.00
- 2. All other Swimming Pools
 - A. With a Standard Plan..... \$552.00
 - B. With other than a Standard Plan (Plan Review included) \$644.00
- 3. Spas and Hot Tubs (Site built-in plan review included).
For listed prefabricated or portable units use electrical/plumbing/
mechanical schedules as needed)..... \$276.00
- 4. Plan Review Fee only, when other than a Standard Plan Review and
immediate construction not intended..... \$191.00

Standard Plans:

- Establish a standard plan - Regular plan review fee with a minimum of \$191.00
- Standard Plan Comparison Review Fee \$ 50.50
- Standard Plan Annual Renewal \$191.00

Residential Wire and/or Wood Fences (for single lot)..... \$ 46.00/lot
All Others..... per valuation

Residential Driveway Approach..... \$ 92.00

Field Investigation and Report:

- Minor Project (where no permit is required)..... \$184.00
- Examples include application for unreasonable hardship with site visit, business license investigation, look up letters with site visit, FP-3 field investigations, etc.

Certification of existing building without permit..... Equal to cost of permit
for work being investigated.

This fee is to be paid at the time of plan submittal or prior to permit issuance for work that has been done without a permit or inspections. The fee is to recover expenses associated with investigating and certifying concealed work for which a permit was required.

MISCELLANEOUS PERMIT FEES

Pre-Alteration Inspection.....	No Charge
Pre-Construction where land disturbance is less than or equal to 1 acre	\$ 69.00
Pre-Construction Inspection Single Lot where greater than 1 acre.....	\$368.00
Each Additional Contiguous Lot (Per Lot).....	\$ 10.00
 Board of Appeals	
Appeal to Building and Safety Board of Appeals (Town Counsel)	\$1,192.00
 Temporary Residence or Office (Set Down)	
1. Mobile Office Trailer	
a. Single Wide.....	\$ 110.00
b. Multiple Sections (includes plan review).....	\$1,026.00
2. Manufactured Homes/Commercial Coaches (includes plan review)	\$1,026.00
 Short Term Installation:	
Temporary Construction Material Processing.....	\$266.80
Approved Temporary Tents.....	\$276.00
 Addressing	
Owner initiated change	\$315.00
Written verification, full distribution.....	\$ 95.00
Subdivision addressing, each address.....	\$ 5.00
 Primary Sign (e.g., Billboard):	
Plan Review.....	\$191.00
Permit (includes electrical).....	\$382.00
Other signs	<i>Valuation</i>
	<i>(See Page 7)</i>
 Special Inspector Application Review.....	
	\$ 95.50
 Approved Fabricator Application Review.....	
	\$231.00
Modification to a previously approved fabricator application..	\$ 95.50
 Certificate of Occupancy - where no permit is otherwise required when requested by applicant (existing buildings)	
	\$184.00
 Additional Inspection and Plan Review Charges:	
Re-inspection Fee Per Inspection	\$ 92.00
Expedited Plan Review	<i>1.5 times the cost of regular plan review</i>
Plan Review By the Hour (min 1/2 hour).....	\$69.00 per 1/2 hour
 Inspections During Off-Hours.....	
	Actual Cost
(Deposit to be determined by Supervisor/Management - Minimum	
2 Hr. charge) per Section 16.0228B(b)(1) Service Charge for Cash Deposit.....	\$184.00

DETERMINATION OF PERMIT FEE BY VALUATION (NON RESIDENTIAL)

The following establishes fees by ranges of total valuation. The determination of value or valuation shall be made by the Building Official. Special consideration may be given to the valuation of repetitive work. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment.

BUILDING PERMIT FEES

VALUATION

\$1.00 to \$1,000.....	\$ 62.84 *
\$1,000.01 to \$2,000.....	\$ 62.84 *
for the first \$1,000 <u>plus</u> \$5.51 for each additional \$100 or fraction up to \$2,000.	
\$2,000.01 to \$25,000.....	\$117.94
for the first \$2,000 <u>plus</u> \$17.64 for each additional \$1,000 or fraction up to \$25,000.	
\$25,000.01 to \$50,000.....	\$523.66
for the first \$25,000 <u>plus</u> \$16.53 for each additional \$1,000 or fraction up to \$50,000.	
\$50,000.01 to \$100,000.....	\$936.91
for the first \$50,000 <u>plus</u> \$8.82 for each additional \$1,000 or fraction up to \$100,000.	
\$100,000.01 and up.....	\$1,377.91
for the first \$100,000 <u>plus</u> \$5.51 for each additional \$1,000 fraction thereof.	

**Minimum permit fee \$92.00 (\$62.84 for cumulative fee calculation only.)*

In addition to construction fees, **(including fees calculated by contract valuation)** any electrical, mechanical, plumbing and solar fees are due.

PLAN REVIEW FEE

When the building code requires that a plan or other data be submitted, a plan review fee shall be paid.

The plan review fee is 90% of the building permit fee from the above table and shall be paid when the plans are submitted.

When only one plan is submitted and approved for more than one identical building at the same site, only one plan review fee shall be charged.

When approved plans have been changed so as to require additional plan review, an additional fee shall be charged at a rate of **\$69.00 per 1/2 hour** (which is also the minimum charge).

Strong Motion Instrumentation Program (SMIP) fee for non-residential = \$.00021 x valuation, min. \$.50 per State of California Public Resource Code.

PERMIT AND PLAN REVIEW FEES BASED ON VALUATION OF WORK (NON RESIDENTIAL)

INSTRUCTION:

Use the valuation that is the same as or greater than the computed valuation.

<u>VALUATION</u>	<u>P.R. FEE</u>	<u>CONST. FEE</u>	<u>VALUATION</u>	<u>P.R. FEE</u>	<u>CONST. FEE</u>
1,000.00	56.56	62.84	36,000.00	634.94	705.49
1,100.00	61.52	68.35	37,000.00	649.82	722.02
1,200.00	66.47	73.86	38,000.00	664.70	738.55
1,300.00	71.43	79.37	39,000.00	679.57	755.08
1,400.00	76.39	84.88	40,000.00	694.45	771.61
1,500.00	81.35	90.39	41,000.00	709.33	788.14
1,600.00	86.31	95.90	42,000.00	724.20	804.67
1,700.00	91.27	101.41	43,000.00	739.08	821.20
1,800.00	96.23	106.92	44,000.00	753.96	837.73
1,900.00	101.19	112.43	45,000.00	768.83	854.26
2,000.00	106.15	117.94	46,000.00	783.71	870.79
3,000.00	122.02	135.58	47,000.00	798.59	887.32
4,000.00	137.90	153.22	48,000.00	813.47	903.85
5,000.00	153.77	170.86	49,000.00	828.34	920.38
6,000.00	169.65	188.50	50,000.00	843.22	936.91
7,000.00	185.53	206.14	51,000.00	858.10	953.44
8,000.00	201.40	223.78	52,000.00	873.00	970.00
9,000.00	217.28	241.42	53,000.00	887.90	986.56
10,000.00	233.15	259.06	54,000.00	902.80	1003.12
11,000.00	249.03	276.70	55,000.00	917.70	1019.68
12,000.00	264.91	294.34	56,000.00	932.60	1036.24
13,000.00	280.78	311.98	57,000.00	947.50	1052.80
14,000.00	296.66	329.62	58,000.00	962.40	1069.36
15,000.00	312.53	347.26	59,000.00	977.30	1085.92
16,000.00	328.41	364.90	60,000.00	992.20	1102.48
17,000.00	344.29	382.54	61,000.00	1007.10	1119.04
18,000.00	360.16	400.18	62,000.00	1022.00	1135.60
19,000.00	376.04	417.82	63,000.00	1036.90	1152.16
20,000.00	391.91	435.46	64,000.00	1051.80	1168.72
21,000.00	407.79	453.10	65,000.00	1066.70	1185.28
22,000.00	423.67	470.74	66,000.00	1081.60	1201.84
23,000.00	439.55	488.38	67,000.00	1096.50	1218.40
24,000.00	455.42	506.02	68,000.00	1111.40	1234.96
25,000.00	471.29	523.66	69,000.00	1126.30	1251.52
26,000.00	487.17	541.30	70,000.00	1141.20	1268.08
27,000.00	503.05	558.94	71,000.00	1156.10	1284.64
28,000.00	518.93	576.58	72,000.00	1171.00	1301.20
29,000.00	534.80	594.22	73,000.00	1185.90	1317.76
30,000.00	550.68	611.86	74,000.00	1200.80	1334.32
31,000.00	566.56	629.50	75,000.00	1215.70	1350.88
32,000.00	582.43	647.14	76,000.00	1230.60	1367.44
33,000.00	598.31	664.78	77,000.00	1245.50	1384.00
34,000.00	614.19	682.42	78,000.00	1260.40	1400.56
35,000.00	630.06	700.06	79,000.00	1275.30	1417.12
		OVER	79,000.00	SEE PAGE	A-8

BUILDING VALUATIONS (NON-RESIDENTIAL)

Valuations shown do not include electrical, plumbing or mechanical. Occupancies or types not shown shall be determined to that which is most nearly resembled.

Institutional: Nursing Homes, Board and Care Facilities, Day Care, Supervised Environments, Convalescent Hospitals (I)		Industrial: Factories & Manufacturing (F & H)	
IA or IB	\$125.32	IA or IB	\$ 51.28
IIA	\$ 86.86	IIA	\$ 35.67
IIIA	\$ 89.13	IIB	\$ 32.67
IIB, IIIB, IV or V	\$ 84.06	IIIA	\$ 39.29
		IIIB	\$ 37.02
		IV or VA	\$ 36.92
		VB	\$ 33.91
Assembly Buildings: Church, Bowling Alley, Recreational Bldgs., Laundry Bldgs, Restroom Bldgs., Libraries, Museums (A-3)		Business: Offices, Banks, Civic Admin., Professional Services, Fire Stations (B)	
I	\$ 89.44	I	\$ 96.16
IIA	\$ 67.00	IIA	\$ 64.32
IIB	\$ 63.69	IIB	\$ 61.42
IIIA	\$ 73.00	IIIA	\$ 69.70
IIIB	\$ 69.80	IIIB	\$ 66.39
IV or VA	\$ 68.24	IV or VA	\$ 65.14
VB	\$ 64.11	VB	\$ 61.42
Merchandise (M)		Offices (Incomplete - Shell Only*) (B)	
IA or IB	\$ 74.24	IA or IB	\$ 76.93
IIA	\$ 45.50	IIA	\$ 51.46
IIB	\$ 44.25	IIB	\$ 49.14
IIIA	\$ 55.22	IIIA	\$ 55.76
IIIB	\$ 51.91	IIIB	\$ 53.11
IV or VA	\$ 46.53	IV or VA	\$ 52.12
VB	\$ 42.91	VB	\$ 49.14
Merchandise Stores (Incomplete - Shell Only*) (M)		Assembly Buildings: Night Clubs/Theaters/Concert Halls (A-1)	
IA or IB	\$ 59.75	I or II	\$ 98.96
IIA	\$ 36.40	IIIA	\$ 72.07
IIB	\$ 35.40	IIIB	\$ 68.55
IIIA	\$ 44.18	IV or VA	\$ 67.83
IIIB	\$ 41.53	VB	\$ 64.11
IV or VA	\$ 37.22		
VB	\$ 34.33		

BUILDING VALUATIONS (NON-RESIDENTIAL)

Valuations shown do not include electrical, plumbing or mechanical. Occupancies or types not shown shall be determined to that which is most nearly resembled.

Storage: Warehouse, Parking Garages, Hangars, Motor Vehicle Repair (S)		Assembly Buildings: Bars, Restaurants, Banquet Halls, Night Clubs (A-2)	
IA or IB	\$ 44.46	I, II or IIIA	\$ 87.79
IIA, VA, IV	\$ 26.37	IIIB	\$ 84.79
IIIB, VB	\$ 24.82	VA	\$ 80.44
IIIA	\$ 29.99	VB	\$ 77.24
IIIB	\$ 28.64		
Educational: Schools (E)		Misc. Valuations	
IA or IB	\$100.30	Fire Sprinklers/Sq. Ft.	\$ 1.86
IIA or IIB	\$ 68.24	Engineered Sign/Sq. Ft.	\$ 24.20
IIIA	\$ 73.21	Canopy/Deck/Porch - All Construction Types	\$ 25.23
IIIB	\$ 69.59	Wind Mill – Use valuation or contract whichever is higher	Contract
IV or VA	\$ 68.45	Tanks, Towers	Contract
VB	\$ 65.35	Stadiums, Arenas, Grandstands (A-4), Etc.	Contract
Hotels, Motels (R-1) and All Other R's Of 4 Stories Or More (R Portion Only In Mixed Occupancy Groups)		Medical Offices Certified to OSHPD (B)	
IA	\$ 96.16	IA or IB	\$107.54
IB	\$ 96.16	IIA	\$ 83.03
IIA	\$ 64.32	IIIB	\$ 83.03
IIIB	\$ 61.42	IIIA	\$ 83.75
IIIA	\$ 69.70	IIIB	\$ 83.75
IIIB	\$ 66.39	IV or VA	\$ 81.27
IV	\$ 65.14	VB	\$ 78.38
VA	\$ 65.14		
VB	\$ 61.42		

*Shell only buildings (B & M occupancies only) have no nonstructural interior walls or wall coverings. The fee difference between the shell permit fee and the complete building permit fee plus any additional contract valuation for the tenant improvements is due prior to plan submittal and construction of the improvements required to complete the building.

BASIC DESCRIPTION OF CONSTRUCTION TYPES FOR FEE PURPOSES

IA or IB	Concrete wall, floors, roofs, etc.
IIA	Metal walls, floors, roofs, with one hour plaster and/or drywall.
IIB	Exposed or non rated metal walls, floors, roofs, etc.
IIIA	Concrete, block or tilt up exterior with interior walls, roof and floors of one hour plaster or drywall.
IIIB	Concrete, block or tilt up exterior with exposed roof or plain plaster or drywall.
IV	Heavy timber.
VA	Wood frame with one hour rated plaster or drywall on walls, floors and roof.
VB	Non rated wood frame without plaster or drywall or with plain plaster or drywall.

ELECTRICAL PERMIT FEES

Electrical Services:

- (A) 600 volts or less and not over 200 amps..... \$ 92.00
- (B) 600 volts or less and 201 to 1,000 amps..... \$ 184.00
- (C) Over 600 volts or over 1,000 amps..... \$ 276.00

Electrical Fee by Area:

The following permit fees are based on the actual area of the occupancies listed, determined from exterior dimensions, and include all lighting fixtures, switch receptacles and the circuit wiring. This method of fee calculation is in addition to the fee for electrical service.

- (A) Warehouse, storage garages or aircraft hangers where no repair work is done..... \$.012/sq.ft.
- (B) All other occupancies not listed in (A) up to and including 5,000 sq. ft..... \$.13/sq.ft.
- (C) Over 5,000 sq. ft. (plus cumulative total of \$600)..... \$.09/sq.ft.

Alternate Schedule:

Alterations, additions and new construction where no structural work is being done or where it is impractical to use the square foot schedule, convert to units:

Unit Application:

- 3 outlets, 3 lighting fixtures or fraction..... 1 Unit
- Festoon lighting or plug mold, etc., each 20 linear ft..... 1 Unit
- Up to and including 1 unit..... \$ 8.09
- to 10 - (plus cumulative total of \$ 8.09)..... \$ 1.60/unit
- to 50 - (plus cumulative total of \$ 23.91)..... \$ 1.06/unit
- and Over - (plus cumulative total of \$ 70.57)..... \$.53/unit

Electrical Motors:

- Motor, 1 horsepower or less..... \$ 8.09 ea.
- Motor, more than 1 horsepower..... \$ 18.48 ea.
- Transformer..... \$ 8.09 ea.

Note: (1) Compute fees for motors, transformers and similar appliances for each separate motor, etc. (2) Compute fees for outlets and multi-outlet assemblies by adding all outlets, switches and lights before determining the unit application.

ELECTRICAL PERMIT FEES

Temporary Service:

- (A) Temporary use of construction service, include poles or pedestals..... \$ 92.00/each
- (B) Temporary use of permanent service, prior to completion of structure or final inspection.....\$ 92.00/each
- (C) Additional secondary or supporting poles.....\$ 30.67/each

Miscellaneous:

- (A) Area lighting standards.....\$ 30.67
- (B) (I) Residential swimming pools.....\$184.00
- (II) Commercial swimming pools.....\$276.00
- (C) Temporary sales stand, including service connections, etc..... \$ 92.00
- (D) Inspection for reinstallation of idle meter (removed by utility company).....\$ 92.00
- (E) Any electrical work for which a permit is required, but no fee is herein provided.....\$ 92.00

Illuminated Signs (See cumulative fee definition on page A2)

New, relocated or altered:

- 0 - 5 sq. ft. (minimum base fee).....\$ 46.00
- 5.1 to 25 sq. ft..... \$ 0.46 per sq. ft.
(plus cumulative total of \$46.00)
- 25.1 to 100 sq. ft.....\$ 0.20 per sq. ft.
(plus cumulative total of \$55.20)
- 100.1 and over.....\$ 0.15 per sq. ft.
(plus cumulative total of \$70.20)

Overhead Line Construction:

- Poles and anchors, each.....\$ 30.67
- (In addition, all other applicable fees, as shown in this schedule, shall apply.)

Plan Review Fees:

Where no construction plan review fee is charged and an electrical plan is required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review.

Plan Review Fee.....50% of Electrical Permit Fee

MECHANICAL PERMIT FEES

Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents, attached to such appliance (TWINPAC)..... \$ 92.00

Installation or relocation of each floor furnace, suspended heater, recessed wall heater, or floor mounted unit heater including vent..... \$ 46.00

Installation, relocation or replacement of each appliance vent installed and not included in an appliance permit..... \$ 46.00

Repair, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including controls regulated by the Uniform Mechanical Code..... \$ 46.00

Installation or relocation of each boiler or compressor

(A) 0 to 15 HP, or 0 to 500,000 B.T.U.'s absorption system..... \$ 92.00

(B) Over 15 HP, or over 500,000 B.T.U.'s absorption system..... \$184.00

For each air handling unit..... \$ 46.00

Note: This fee shall not apply to an air handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit fee is prescribed elsewhere in this section.

For each evaporative cooler other than portable type..... \$ 46.00

For each ventilation fan connected to a single duct..... \$ 46.00

For each ventilation system which is not a portion of heating or air conditioning system authorized by a permit..... \$ 92.00

For the installation of each hood, other than a Type 1 grease hood, served by mechanical exhaust, including the ducts from such hood..... \$ 92.00

For each Type 1 grease hood, including the exhaust system..... \$138.00

For each appliance or piece of equipment regulated by the Mechanical Code, but not classed in other appliance categories, or for which no other fee is listed in this section..... \$ 46.00

Plan Review Fee

Where no construction plan review fee is charged and a mechanical plan is required to be submitted, a plan review of 50% the mechanical permit fee shall be paid at the time of submitting plans and specifications for review.

PLUMBING PERMIT FEES

Plumbing fixture or trap (including water, drainage piping and backflow protection	\$ 30.67/each
Private sewer line, <u>each</u> connection.....	\$ 30.67/each
Minimum Charge.....	\$ 92.00
Private sewage lift station or sump pump.....	\$ 92.00/each
Building Sewer.....	\$ 92.00/each
Septic tank, cesspool or leach line.....	\$ 92.00/each
Water heater and/or vent.....	\$ 92.00/each
For <u>each</u> gas piping system, <u>per outlet</u>	\$ 30.67
Minimum Charge.....	\$ 92.00
Inspection for reinstallation of idle gas meter (removed by Utility Company).....	\$ 92.00
Industrial waste pre-treatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.....	\$ 92.00/each
Installation, alteration or repair of water piping and/or treating equipment.....	\$ 92.00/each
For <u>each</u> water distribution system on private property, <u>per connection</u>	\$ 30.67
Minimum Charge.....	\$ 92.00
For <u>each</u> gas distribution system on private property, <u>per connection</u>	\$ 30.67
Minimum Charge.....	\$ 92.00
For <u>each</u> public swimming pool, including all necessary piping.....	\$230.00
For <u>each</u> private swimming pool, including all necessary piping.....	\$184.00
Repair or alteration of drain or vent piping.....	\$ 92.00
For <u>each</u> lawn sprinkler system on any one meter, including backflow protection devices.....	\$ 92.00
Vacuum breakers or backflow protection devices on tanks, vats, etc., or for installation on unprotected plumbing fixtures, including necessary water piping	\$ 30.67/each
Minimum Charge.....	\$ 92.00

Plan Review Fees:

Where no construction plan review fee is charged and a plumbing plan is required to be submitted, a plan review fee of 50% the plumbing permit shall be paid at the time of submitting plans and specifications for review.

ACTIVE SOLAR & PHOTOVOLTAIC ENERGY PERMIT FEES

- 1) For Collectors (including related piping and regulating devices)
Permit and Plan Review..... \$47.75
- 2) For Storage Tanks (including related piping and regulating devices)
Permit and Plan Review..... \$46.00
- 3) For Rock Storage
Permit Plan Review..... \$46.00
- 4) For each appliance or piece of equipment regulated by the Uniform Solar Energy Code
for which no fee is listed..... .. \$46.00
- 5) Photovoltaic \$9.35 per panel
(Valuation may be used depending on the complexity of the project)

Note: These fees 1 through 5 above do not include permit fees for any part of the solar system which are subject to the requirements of other applicable codes.

Solar Plan Review Fee:

Where no plan review fee is charged and a plan is required to be submitted for the Solar Energy System, a plan review fee shall be paid at the time of submitting plans and specifications for review.

Solar Plan Review Fees.....50% of Solar Energy Permit Fee

REFUNDS

1. The Building Official may authorize a refund of any fee erroneously paid or collected.
2. The Building Official may authorize refund of any fee paid where staff error at the initial contact results in the mandatory withdrawal of the application, regardless of the extent of work done in processing the application.
3. The Building Official may authorize a partial refund of any fee paid on an application filed, then voluntarily withdrawn before commencement of any work by staff on the project.
 - A. Actual Cost Service - Return fee up to 80%, except for..... \$ 60.00
 - B. Average Cost Service - Return fee, except for..... \$ 60.00
4. The Building Official will authorize no refund for any permit after work has been initiated.

The Building Official may not authorize the refunding of any fee paid except to the original permittee. (or more than one year after the date of fee payment.)

Unused deposit monies of completed Actual Cost Projects will be refunded to the payee when all charges for the project have been recorded.

GRADING FEES

The fee for additional grading beyond that authorized by a valid and current grading permit shall be the difference between the fee paid for the original permit and the fee required for the entire grading project.

When there are both excavation (cut) and embankment (fill) grading activities on the same site, the fee shall be based upon only the activity with the greatest volume (cubic yardage).

Separate permits and fees shall apply to retaining walls or major drainage structures calculated by square footage or valuation as indicated elsewhere in this section. There shall be no separate charges for standard terrace drains and similar facilities. Major drainages structures shall be defined as any drainage structure that is over 4' in height, or supports 4' or more of retained earth or supports a surcharge load and where on private property not inspected by the Engineering Department or agent(s) thereof. Exemption from permits and fees does not exempt such structures, methods or devices from inspections necessary to ensure stormwaters are safely conducted to an approved location.

These fees are in addition to any fee required by the Engineering Department for review of grading plans.

(1) Schedule of grading permit fees:

- (A) 0 - 100 cubic yards.....\$ 92.00
- (B) 100.1 – 1,000 cubic yards.....\$46.00/100 cu. yds.
plus cumulative total
- (C) 1,000.1 – 10,000 cubic yards.....\$46.00/1,000 cu. yds.
plus cumulative total
- (D) 10,000.1 – 100,000 cubic yards.....\$92.00/10,000 cu. yds.
plus cumulative total
- (E) Over 100,000 cubic yards.....\$92.00/10,000 cu. yds.
plus cumulative total

(2) Grading plan review fees. When a grading plan is submitted for review, the fee paid at the time of submittal shall be 40% of the grading permit fee.

Precise Grading Plan Review for Subdivisions..... Actual Cost
Initial Deposit.....\$231.00 plus \$52.50 per Lot

Hillside Grading (where applicable).....\$165.00

MOBILE/MANUFACTURED HOME INSTALLATIONS

Mobile/Manufactured Homes on Private Property outside of Mobilehome Parks

Plan Review.....	\$ 382.00
Permit Fee (includes all utility hookups).....	\$ 644.00
Foundation system for existing manufactured home/commercial coach or earthquake bracing system (plan review included).....	\$ 276.00

If a **SECTION 18551** setdown type is installed **and the owner chooses** that the manufactured home will become a fixture improvement to the underlying real property, we collect an additional..... \$11.00 per each transportable section (State fee)

School Fees will be required for installations on lots not previously occupied, check to make sure the lot is a permitted lot.

SCHEDULE B:

ENGINEERING

Beginning on July 1st of each year the fees contained herein shall automatically be adjusted by a percentage amount that is equal to or less than, as determined annually by the Town Council, the change to the Consumer Price Index, using the Los Angeles-Riverside-Orange County Consumer Price Index for Urban Wage Earners and Clerical Earners for the previous twelve (12) month period (March to March). In compliance with State law, these fee increases shall only be implemented to the extent that a fee study justifies the actual Town cost in providing these services warrants these increases. Said fee study shall be filed with the Town Clerk at least sixty (60) days prior to July 1st of each year.

For all Improvement and Grading/Excavation activities covered under Engineering, Section 3 below, and based upon valuation of work, all range unit values shall adjust consistent with the Los Angeles Region Engineering News Record (ENR) % of annual change.

ENGINEERING

(1) Tentative Approval Fees

- a. Special Study Review Overhead (Traffic, Hydrology, Geology Soils, Percolation, etc.) ACTUAL COST Plus 30%

- (1) Minimum Deposit \$120.00 per study or as required by the Town Engineer

- b. Single Family Residence Drainage Review Fee \$123.00 (only required for special circumstances when referred to Engineering from Building and Safety)

(2) Final Map Fees

- a. Checking Fee (Tract Maps)* Overhead ACTUAL COST Plus 30%

- (1) Deposit Required with a minimum \$348.00 plus \$26.00 per lot deposit of \$2,395.00 required

- b. Checking Fee Parcel Map* Overhead ACTUAL COST Plus 30%

- (1) Deposit Required \$746.00 plus \$47.00 per lot

- c. Deferred Monumentation – Cash Deposit Required. Cash Deposit shall

be made in the amount of (1) or (2)
Whichever is greater.

(1) 20 lots or less

(a) More than 20 lots

\$120.00 per lot

\$2,395.00 plus \$108.00 per
lot for each lot

or

(2) an estimate to perform the
monumentation prepared by
engineer of record

ACTUAL COST Plus 30%
Overhead

(3) Improvement and Grading Fees

All indicated fees are cumulative. Fees are fixed as a percentage of the total improvement cost within the indicated ranges and are fixed for each range individually and separately from all ranges. Fees apply to all improvements required for land division and building permits.

a. Plan Check Fees

3.5% of valuation

b. Inspection Fees

1% of valuation

* An additional 50% of original deposit shall be made if more than three plan checks are required unless plan checks are required due to staff error.

SCHEDULE C:

PARKS AND RECREATION

Changes to these fees will take effect on September 1st of each year and unless otherwise referenced in the annual fee schedule, the fees contained herein shall automatically be adjusted by a percentage amount that is equal to or less than, as determined annually by the Town Council, the change to the Consumer Price Index, using the Los Angeles-Riverside-Orange County Consumer Price Index for Urban Wage Earners and Clerical Earners for the previous twelve (12) month period (March to March). In compliance with State law, these fee increases shall only be implemented to the extent that a fee study justifies the actual Town cost in providing these services warrants these increases. Said fee study shall be filed with the Town Clerk at least sixty (60) days prior to July 1st of each year.

USER FEES	STANDARD FEES	NON-PROFIT FEES
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ADMINISTRATIVE FEES

Refundable Security/Cleaning Deposit	\$250.00 minimum	\$ 250.00 minimum
Pre-Event Set up and Take Down Auditorium/Room 5	\$74.03	\$74.03
Rooms 1 & 2	\$55.55	\$55.55
Arts/Crafts Room/Rooms 3 & 4	\$36.47	\$36.47

FLAT FEES

Park Utility Usage	\$24.20/ use	\$24.20/use
Ballfield Preparation	\$33.00/field	\$33.00/field
Field Maintenance Fee	\$5.67/field	\$5.67/field
Ballfield Lights (youth)	\$14.80/hour	\$14.80/hour
Ballfield Lights (Adult)	\$19.80/hour	\$19.80/hour
Class Registration Fee	\$2.00/class	\$2.00/class
Tennis Court Light Fee	\$3.10/hour	\$3.10/hour
Parking Fee	\$5.00	\$5.00

RESERVATION FEES

Ballfield Use	\$6.60/hour	\$5.50/hour
Ballfield Use	\$50.71/day	\$50.71/day
Park Use – over 99 people	\$92.29/day	\$73.83/day
Park Use – 50-99 people	\$67.49/day	\$55.55/day
Park Use – 26-49 people	\$48.40/day	\$36.47/day
Park Use – under 25 people	\$30.75/day	\$24.20/day
Lions Park	\$83.90/day	\$83.90/day
Horsemen’s Center Camping	\$5.67/family	\$5.67/family
Horsemen’s Center Camping	\$22.77/group	\$22.77/group
Tennis Court Reservation Fee	\$2.00	\$2.00

USER FEES**STANDARD FEES****NON-PROFIT FEES****FACILITY RENTAL FEES****Civic Center Park**

Amphitheatre	\$102.52/hour	\$102.52/hour
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James Woody Community Center

Auditorium	\$48.95/hour	\$48.95/hour
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Friday & Saturday after 2 p.m.		
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Auditorium	\$36.47/hour	\$17.05/hour
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Friday & Saturday before 2 p.m.		
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Sunday (All Day)		
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Auditorium	\$25.36/hour	\$12.21/hour
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Monday - Thursday		
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Arts/Crafts Room	\$18.21/hour	\$14.80/hour
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Friday- Sunday		
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Arts/Crafts Room	\$14.80/hour	\$6.60/hour
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Monday - Thursday		
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Kitchen - Daily	\$24.20/day	\$24.20/day
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(when accompanying a minimum 2 hour Auditorium rental)		
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Kitchen - Hourly	\$12.00/hour	\$12.00/hour
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(Monday - Thursday when not accompanying a Auditorium rental)		
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Gymnasium		
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Plus Staff Cost	\$63.80/hour	\$57.81/hour
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2 hour minimum		
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Town Hall Recreation Center

Room 5	\$45.44/hour	\$36.47/hour
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Friday-Sunday		
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Room 5	\$36.47/hour	\$17.05/hour
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Monday-Thursday		
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Rooms 1 & 2	\$27.23/hour	\$20.04/hour
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Friday-Sunday		
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Rooms 1 & 2	\$20.04/hour	\$9.90/hour
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Monday-Thursday		
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Rooms 3 & 4	\$20.04/hour	\$16.28/hour
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Friday-Sunday		
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Rooms 3 & 4	\$16.28/hour	\$7.70/hour
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Monday-Thursday		
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USER FEES**STANDARD FEES****NON-PROFIT FEES****Apple Valley Conference Center**

Set up/take down – Full Center	\$ 75.00	\$ 75.00
Set up/take down – North/South Rooms	\$ 50.00	\$ 50.00
Complete Center, 1 st 2 hours	\$350.00	\$350.00
Friday – Sunday		
Complete Center, 1 st 2 hours	\$175.00/hour	\$175.00/hour
Monday – Thursday		
Conference Center only/add'1 hours	\$150.00/hour	\$150.00/hour
Friday – Sunday		
Conference Center only/add'1 hours	\$125.00/hour	\$100.00/hour
Monday – Thursday		
North Room	\$100.00/hour	\$100.00/hour
Friday – Sunday		
North Room	\$85.00/hour	\$65.00/hour
Monday – Thursday		
South Room	\$100.00/hour	\$100.00/hour
Friday – Sunday		
South Room	\$85.00/hour	\$65.00/hour
Monday – Thursday		
Conference Room	\$20.00/hour	\$20.00/hour
Catering Kitchen	\$25.00/day	\$25.00/day
Audio/Visual	\$50.00/day	\$50.00/day

Horsemen's Center

Rodeo Arena	\$88.88/day	\$88.88/day
Show/Practice Arena	\$59.24/day	\$59.24/day
Use of Both Arenas	\$148.12/day	\$148.12/day
Exclusive use of the Park	\$177.76/day	\$177.76/day

**PROGRAM FEES
FEES****STANDARD FEES****NON-PROFIT****Youth Programs**

After School Program	\$36.00	N/A
ASAP Phone In Registration Fee	\$2.00	N/A
Birthday Party Package with food	\$135.00	N/A
Birthday Party Package without food	\$100.00	N/A
Face Painting for Party Package	\$15.00	N/A
Skate Park Birthday Party Package	\$135.00	N/A
Day Camp/Program Full Time	\$97.00	N/A
Day Camp/Program Part Time	\$50.00	N/A
Teen Nights Admission	\$5.00/ session/person	N/A
Teen Events	\$5.00/session/person	N/A
Teen Team Nights	\$10.60/team	N/A

Toddler Olympics	\$2.50/ session/person	N/A
Family Olympics	\$55.00/team	N/A
Parent's Night Out	\$12.00/session/person	N/A

**PROGRAM FEES
FEES**

STANDARD FEES

NON-PROFIT

Adult Programs

Excursions	Actual Cost	N/A
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Adult Sports

Adult Soccer	\$335.00/team	N/A
Adult Softball	\$345.00/team	N/A
Adult Flag Football	\$308.00/team	N/A
Adult Basketball	\$355.00/team	N/A
Adult Volleyball	\$300.00/team	N/A
Adult 3 on 3 Basketball Tournament	\$41.00/team	N/A
Softball Tournament	\$200.00/team	N/A
Open Gym Adult	\$3.00/ session/person	N/A
Adult Kickball	\$250.00/team	N/A

Youth Sports

Pee Wee & Hot Shot Sports	\$44.00/session/person	N/A
Winter Youth Basketball	\$55.00/session/person	N/A
Summer Youth Basketball	\$55.00/session/person	N/A
Pee Wee Soccer	\$44.00/session/person	N/A
Pee Wee T-Ball	\$44.00/session/person	N/A
Adventures in Pee Wee Sports	\$44.00/session/person	N/A
Youth Flag Football	\$55.00/session/person	N/A
Youth Coed Volleyball	\$55.00/session/person	N/A
Youth 3 on 3 soccer tournament	\$33.00/session/team	N/A
Open Gym Youth	\$2.00/session/person	N/A
Youth Basketball Tournament	\$170.00/team	N/A
Participation Fee – Youth User Groups	\$10.00/person	N/A

Special Events

5K/10K Runs Pre-registration	\$17.00 /person	N/A
5K/10K Runs On-site registration	\$20.00 /person	N/A
Recreation Special Event Fee	\$2.00/session/person	N/A
Recreation Special Event Fee	\$3.00/session/person	N/A
Recreation Special Event Fee	\$4.00/session/person	N/A
Recreation Special Event Fee	\$5.00/session/person	N/A
Haunted House Admission	\$4.00/session/person	N/A
Haunted House (repeat visits)	\$1.00/session/person	N/A
Most Talented Kid Group Fee	\$10.00/session/group	N/A
Most Talented Kid Individual Fee	\$5.00/session/person	N/A

AV Idol Participant Fee	\$5.00/session/person	N/A
<u>Special Events</u>		
Mud Fest	\$45.00/session/team	N/A
Campfire Programs	\$7.00/session/person	N/A
Family Camping Event	\$9.00/session/person	N/A
Father/Son Tournament	\$35.00/team/tournament	N/A
Mother's Day Tea Party	\$18.10/event/person	N/A
PROGRAM FEES	STANDARD FEES	NON-PROFIT
FEES		
<u>Special Events</u>		
Special Apples	\$3.00/session/person	N/A
Open Skate/BMX	\$3.10/session/person	N/A
Open Skate/BMX Pass	\$32.10/pass/person	N/A
Skate Demo Day	\$3.10/session/person	N/A
BMX Demo Day	\$3.10/session/person	N/A
Skate Competition	\$5.15/session/person	N/A
BMX Competition	\$5.15/session/person	N/A
<u>Aquatics</u>		
Recreation Swim - Adult	\$3.00/session/person	N/A
Recreation Swim - Child	\$2.00/session/person	N/A
Rec Swim Season Pass – Adult	\$150.00/person	N/A
Rec Swim Season Pass – Child	\$100.00/person	N/A
Lap Swim Daily Summer	\$4.00/session/person	N/A
Lap Swim Monthly Summer	\$68.00/session/person	N/A
Lap Swim Daily Winter	\$5.00/session/person	N/A
Lap Swim Monthly Winter	\$78.00/session/person	N/A
Pool Pass Replacement	\$10.60/pass	N/A
Special Events/Pool	\$6.20/event/person	N/A
Pool Party Package	\$148.00/2 hour session	N/A
Swim Lessons Weekdays	\$35.00/session/person	N/A
Swim Lessons Saturdays	\$25.00/session/person	N/A
Youth Swim Meet	\$2.00/session/person	N/A
Lifeguard Training	\$165.00/session/person	N/A
Pool Party Packages (during rec swim hours)	\$51.75	N/A
Guard Start	\$37.00/session/person	N/A
Community Water Safety	\$30.00/session/person	N/A
Advanced Stroke Development	\$43.00/month/person	N/A
Basic Water Rescue	\$50.00/session/person	N/A
CPRO Review	\$44.00/session/person	N/A

COMMERCIAL RATES

This rate applies to anyone promoting or operating for-profit activities. Standard rates, as listed above, will apply. In addition, a minimum of 10% of projected revenue will be charged, along with any other applicable Town of Apple Valley fees (i.e., business licenses, seller's permits, etc.). *These fees will only be assessed to those groups unable to provide their own set-up and take down. N/A - Means the fee and service was previously not offered.

NON-PROFIT FEES ESTABLISHED:

Non-profit rates are available only to approved Park and Recreation Department or Town-based non-profit, tax-exempt groups whose services or activities are provided to local residents (open to the public). Any group qualifying for this rate must fall within the same public scrutiny as the Town of Apple Valley, and the following shall apply:

1. All groups qualifying for this rate must submit proof of non-profit status.
2. All meetings are public and must comply with the Brown Act,
3. All groups qualifying for this rate must submit a financial summary to the Town, upon request. All records (i.e., minutes, board of directors home numbers, etc.) must be made available to the general public.

PRIORITY USES ESTABLISHED:

Town Parks and Facilities are to be used for activities, programs and/or special events, which provide optimum use and benefit to the residents of the Town of Apple Valley. Facility uses shall be granted in the following order:

1. Town-sponsored events, programs and activities.
2. Other Town-based agencies that reciprocate equally with the Town for park and facility uses on a straight exchange basis.
3. Programs/activities conducted by Town-based, non-profit community serving groups, serving the Town of Apple Valley community-at-large.
4. All others.

TOWN ASSISTED ORGANIZATIONS:

1. All meetings must be open to the public and comply with the Brown Act.
2. All records (minutes, financial reports, etc.) must be made available to the general public.
3. Town assisted groups may be required to provide their organization's volunteer labor and/or service in exchange for free usage of facilities and parks.

ADDITIONAL REQUIREMENTS AND INFORMATION:

1. Damage deposits, insurance, security guards, portable restrooms, trash receptacles/dumpsters and any other requirements deemed necessary by the Town Manager, or designee, may be required depending on the type of activity and the number of people attending.
2. Facility usage may be denied for uses if determined by the Town Manager, or designee, to constitute a monopoly.
3. Additional fees for special services or for rental equipment such as tables, chairs, portable sound system, sports equipment, etc., may be required,
4. Exceptions may occasionally be made to the established rates for special circumstances or events, which are deemed to be in the best interest of the Town, by the Town Manager, or designee.

**SCHEDULE D:
PLANNING FEES**

Beginning on July 1st of each year the fees contained herein shall automatically be adjusted by a percentage amount that is equal to or less than, as determined annually by the Town Council, the change to the Consumer Price Index, using the Los Angeles-Riverside-Orange County Consumer Price Index for Urban Wage Earners and Clerical Earners for the previous twelve (12) month period (March to March). In compliance with State law, these fee increases shall only be implemented to the extent that a fee study justifies the actual Town cost in providing these services warrants these increases. Said fee study shall be filed with the Town Clerk at least sixty (60) days prior to July 1st of each year.

All fees fixed by this schedule are for each application process; additional fees will be applied for each additional process that is required. Where fees are indicated on a per acre basis, the fee is for each gross acre or portion thereof within the indicated range.

Refund/Collection Policy

Where additional fees must be charged and collected for complete staff work, or where a refund of excess deposited funds is due, and where such charge or refund is \$10 or less, a charge or refund need not be made (California Government Code Sections 29373.1 and 29375.1 as amended).

Actual costs may include direct Town costs as well as consultant services, where necessary, and contract administration. The Director of Community Development may require minimum deposits greater or less than those specified, based upon the complexity of the application and anticipated processing. The Director may require additional deposits during processing, pursuant to guidelines specified in Schedule F, Townwide Fees and Deposits.

APPLICATION PROCESSING FEES

	Fee	Initial Deposit
1. Amendment to Approved Project (unless otherwise stated)	Actual Cost ²	50% of original permit cost
2. Annexation Request	Actual Cost	\$4,600
Annexation Request Concurrent with General Plan Amendment and pre-zoning	Actual Cost	\$4,600
3. Appeal or requested amendments to conditions		
(A) Planning Commission	\$238	\$238
(B) Town Council	\$238	\$238
4. Plan Check	15% of Building and Grading Permit Fees	
5. Certificate of Compliance	Actual Cost ²	\$832

² Plus the fully burdened cost of any contract engineering

	Fee	Initial Deposit
6. Commercial Vehicle Parking Permit	\$196	\$196
7. Conditional Use Permit, Residential	Actual Cost ²	\$2,659+ \$16.00 per unit
Conditional Use Permit, Commercial, Industrial, Expansion of Non-Conforming No new construction - New Construction –	Actual Cost ² Actual Cost ²	\$3,045 \$2,659 + \$37 per 1,000 sq. ft. of new building area
8. Condominium Conversion	Actual Cost ²	\$2,476 +\$66.30/unit
9. Deposit Fee for Deferment of Landscaping for Infill and Lot Sale for Single-Family Residential Development	\$5,510	\$5,510
10. Development Agreement	Actual Cost ²	\$6,585
11. Development Code Amendment	Actual Cost ²	\$10,778
12. Development Permit (DP)	Actual Cost ²	\$3,080
(A) Addition to existing or approved building, except residential, or more than 50% of existing floor area or 2,500 sf of new construction	Actual Cost ²	\$1,150
(B) Review of new public school site	No charge	No charge
13. Deviation	Actual Cost ²	\$382
14. Environmental Review		
(A) Environmental Review when not included with a planning project or other discretionary planning application, not including EIR	Actual Cost ²	\$616 + \$5.50/acre
(B) EIR coordination/preparation	Actual cost ²	\$11,976

² Plus the fully burdened cost of any contract engineering

	Fee	Initial Deposit
(C) Initial Study (not associated with another application)	Actual Cost ²	\$616
15. Extension of time for a Special Use Permits and Development Permits administratively approved	Actual Cost ²	\$897
16. Extension of time request for entitlements Requiring Planning Commission review	Actual Cost ²	\$3,112
17. Filming Permit *(Plus cost of any required building permits, cost of staff required to be on-site during the filming, and plus the fully-burdened cost of any contract Engineering)	Actual Cost ²	\$723
18. General Plan Amendment (Text or Map (except Land Use Map))	Actual Cost ²	\$12,454
19. General Plan Maintenance	\$35 surcharge on building permits excluding leasehold improvements and home remodeling	
20. Home Occupation Permit (One time fee)	\$85	\$85
21. Interpretation - Development Code or General Plan interpretation requiring Planning Commission determination	Actual Cost ²	\$1,466
Interpretation or Zoning Verification in writing by Director	Actual Cost ²	\$150
22. Landscape plan review/inspection (first acre) Additional acres	Actual Cost ²	\$586 +\$11.02/acre
23. Large Family Day Care Permit	Actual Cost ²	\$112
24. Lot Line Adjustment (first 2 lots) 3+ additional lots	Actual Cost ²	\$627 +\$35.26/lot

² Plus the fully burdened cost of any contract engineering

		Fee	Initial Deposit
25.	Lot Merge	Actual Cost ²	\$627
26.	Lot Split	Actual Cost ²	\$627
27.	Maps – Full Size		
	Zoning or General Plan Map	\$15	\$15
	Custom Maps	Actual Cost ²	\$100
	Tract Maps	\$15	\$15
	Aerials	\$15	\$15
28.	Non-Conforming Use Alteration	Refer to Conditional Use Permit	
29.	Native Plant/Joshua Tree Survey	\$250	\$250
30.	Outdoor Display/Sale	Actual Cost ²	\$310
31.	Pigeon Permit	Actual Cost	\$400
32.	Planned Unit Development Permit Amendment (Refer to Amendment to Approved Case)	Actual Cost ²	\$2,710
33.	Pre - Application		

Fees apply when preliminary plans are submitted for review or after one meeting with a planner if plans are not submitted. Initial pre-application fees for applications not charged at actual cost may be credited toward formal application for the project, if filed within one (1) year of filing of the pre-application fee. Submittal of revised plans for additional pre-application review more than 90 days after a previous re-submittal fee is paid shall require an additional 25% fee. Pre-Application review allows for initial consultation, research, analysis and response. Beyond this review, additional pre-application processing shall be at actual cost with a minimum deposit as established by the Director.

(A)	Conditional Use Permit	\$1,286	\$1,286
(B)	Development Permit	\$1,286	\$1,286
(C)	Tentative Tract/Parcel Map	\$1,286	\$1,286
(D)	Zone Change/General Plan Amendment	\$1,286	\$1,286

		Fee	Initial Deposit
(E)	Specific Plan, Planned Development Permit, Annexation	Actual Cost ²	\$2,394
(F)	Other application, site inspection & consultation	\$298	\$298
34.	Property owner notification (Additional property owner notification where not incorporated into normal process or where re-notification required.)	\$88	\$88
35.	Radius Maps and Mailing Labels	300'-500' - \$275 700'-1,300' - \$325	\$275 \$325
36.	Reimbursement Fee – North Apple Valley Industrial Specific Plan	\$220/acre	\$220/acre
37.	Reversion to Acreage	Actual Cost ²	\$621
38.	Second-Dwelling Unit	Actual Cost ²	\$842
39.	Sign Permit		
(A)	Change of sign face only (No increase or expansion of sign area)	\$112	\$112
(B)	Design Merit sign review	\$268	\$268
(C)	Freestanding sign	\$268	\$268
(D)	Landmark sign review	\$268	\$268
(E)	Sign Program review	Actual Cost	\$2,992
(F)	Temporary sign	No charge	
(G)	Wall or other sign		
(1)	First sign at each location	\$112	\$112
(2)	Each additional sign concurrently reviewed at the same location	\$11.02	\$11.02
(H)	Temporary subdivision signs		
(1)	On-site sign	\$112	\$112

² Plus the fully burdened cost of any contract engineering

		Fee	Initial Deposit
	(2) Each off-site 4' x 8' sign	\$112	\$112
	(3) Weekend directional sign	\$112	\$112
	(4) Cash bond to guarantee removal of all model home/subdivision signs (\$94 refund charge applies)	\$597	\$597
40.	Site Plan Review – North Apple Valley Industrial Specific Plan	Actual Cost ²	\$1,726
	Jess Ranch PUD Development Plan	Actual Cost ²	\$1,726
41.	Special Event Permit (SEP)		
	(A) Christmas tree sales lot or similar seasonal sale	\$ 49	\$ 49
	(B) Minor SPE (0-1,000 people)	\$ 491	\$ 491
	(C) Major SPE (More than 1,000 people at one time)	\$1,140	\$1,140
42.	Special Use Permit (SUP)	Actual Cost ²	\$1,429
	(A) SUP for an animal husbandry activity which is part of an educationally-oriented youth program or organization	No charge	No charge
43.	Specific Plan	Actual Cost ²	\$11,976
44.	Surface Mining and Land Reclamation Permit Annual Report	\$477	\$477
45.	Temporary Use Permit	Actual Cost ²	\$867
46.	Tentative Parcel Map (TPM)	Actual Cost ²	\$4,190
	Amendment or revision	Actual Cost ²	+\$35.26/lot \$2,710 +\$29.75/lot
47.	Tentative Tract Map (TTM) or TPM	Actual Cost ²	\$7,783
	Amendment or revision	Actual Cost ²	+\$52.89/lot \$2,710 +\$29.75/lot

² Plus the fully burdened cost of any contract engineering

48.	Vesting TPM (4 or less Parcels)	Actual Cost ²	\$4,190 +\$29.75/lot
	Amendment or revision	Actual Cost ²	\$2,710 +\$29.75/lot
49.	Vesting TTM or Vesting TPM - Commercial	Actual Cost ²	\$9,341 \$46.28/lot
	Amendment or revision	Actual Cost ²	\$2710 +\$46.28/lot
50.	Variance	Actual Cost ²	\$2,910
51.	Zone Change	Actual Cost ²	\$10,778 +\$11.02/acre
	Zoned Change Review concurrent with General Plan Amendment	Actual Cost ²	\$5,389
52.	Projects which do not fit into any other defined service and/or for which no fee is established elsewhere.		Per Director ²
53.	Refund schedule		

The following refund schedule shall apply to the Planning Division only. Application is filed and applicant voluntarily withdraws the application during processing. The following percentage refund shall apply, upon written application for refund to the Planning Division, less a filing and processing fee of \$98.

(A)	Application filed and referral sent	85% of fees
(B)	Pre-Development Review Committee meeting has been completed	45% of fees
(C)	Development Review Committee meeting has been completed	25% of fees
(D)	Notice of Hearing or pending action has been sent	10% of fees
(E)	Staff Report has been completed	No refund

² Plus the fully burdened cost of any contract engineering

SCHEDULE E:
PUBLIC WORKS

Beginning on July 1st of each year the fees contained herein shall automatically be adjusted by a percentage amount that is equal to or less than, as determined annually by the Town Council, the change to the Consumer Price index, using the Los Angeles-Riverside-Orange County Consumer Price Index for Urban Wage Earners and Clerical Earners for the previous twelve (12) month period (March to March). In compliance with State law, these fee increases shall only be implemented to the extent that a fee study justifies the actual Town cost in providing these services warrants these increases. Said fee study shall be filed with the Town Clerk at least sixty (60) days prior to July 1st of each year.

Public Works Fees

Transportation and Highway Permits

(A) Application Fees

(1)	Parade	\$24.64
(2)	Moving (Overweight and Over-Dimension Single Trip)	\$16.00
(3)	Rider to Moving Permit	\$16.00
(4)	Annual or Repetitive Moving	\$86.40
(5)	Construction Permit	\$30.82
(6)	Encroachment Permit	\$30.82
(7)	Subdivisions	\$30.82
(8)	Excavation Permit (minimum fee)	\$30.82
(9)	Tree Removal	No Fee
(10)	Filming Permit Preparations	
	(a) 3 or More Working Days Notice	\$30.82
	(b) 2 Working Days Notice	\$135.80
	(c) 1 or Less Working Days Notice	\$407.42

(B) Inspection Fees

(1)	Open Trench Excavation or Directional Boring	
	(a) Minimum Fee up to 300 LF of Trench	\$96.26
	(b) Minimum Fee for 301 – 500 LF of Trench	\$148.12
	(c) For Each Additional 100 LF or Fraction Thereof	\$8.60
(2)	Driveways (Existing Houses Only)	
	(a) Residential	\$40.68
	(b) Commercial	\$40.68

(C) Service Connection Fees

(1)	Each Connection	\$40.68
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SCHEDULE F:

SPECIAL LICENSES

Beginning on July 1st of each year the fees contained herein shall automatically be adjusted by a percentage amount that is equal to or less than, as determined annually by the Town Council, the change to the Consumer Price Index, using the Los Angeles-Riverside-Orange County Consumer Price Index for Urban Wage Earners and Clerical Earners for the previous twelve (12) month period (March to March). In compliance with State law, these fee increases shall only be implemented to the extent that a fee study justifies the actual Town cost in providing these services warrants these increases. Said fee study shall be filed with the Town Clerk at least sixty (60) days prior to July 1st of each year.

Special Licenses and Regulations

(A)	Massage Parlor	
	(1) License fee per Masseur/Massage	\$115.82 per year
(B)	Bingo Games	
	(1) License Application Fee	\$115.82
	(2) License Renewal Fee	\$ 28.97

SCHEDULE G:
**TOWN-WIDE FEES AND DEPOSIT
AND REFUND POLICY**

Beginning on July 1st of each year the fees contained herein shall automatically be adjusted by a percentage amount that is equal to or less than, as determined annually by the Town Council, the change to the Consumer Price Index, using the Los Angeles-Riverside-Orange County Consumer Price Index for Urban Wage Earners and Clerical Earners for the previous twelve (12) month period (March to March). In compliance with State law, these fee increases shall only be implemented to the extent that a fee study justifies the actual Town cost in providing these services warrants these increases. Said fee study shall be filed with the Town Clerk at least sixty (60) days prior to July 1st of each year.

A) Deposit Policy

All "actual cost" fees requiring a deposit shall be handled as follows:

1. **Whenever 75% of a fee has been expended, and the department determines that the estimated actual cost of the job will exceed the amount deposited, an additional deposit of such excess amount shall be required.**
2. When an additional deposit has been requested, work will be suspended on the project when 95% of the deposit previously received has been expended.
3. **Projects will not be completed with money due.**
4. If the additional deposit is not made within 60 days after the date specified, this shall constitute withdrawal by the applicant on the date specified without further action on the part of the Town of Apple Valley.
5. If the Town of Apple Valley determines that the estimated cost of a job will be less than the initial deposit, it may require a deposit that equals the estimated cost of the job in lieu of the initial deposit.

B) Townwide Miscellaneous Fees (Rounded to the nearest quarter dollar)

1. Copying fees

If estimated amount of copies requested exceed 50 pages, a deposit may be required.

8 ½ X 11

Per Page (Black/White).....	\$0.20
Per Page (Color).....	\$0.30

from larger than 11" X 17"

Per Page	\$2.05 plus
Per square foot	\$0.80
CD	\$6.00 (if available in electronic format)
2. Postage and Handling Costs	\$1.06 + plus 10% (must be prepaid) of the cost of items to be mailed
3. Records Research	No charge for 15 minutes. \$8.25 per each quarter hour thereafter
4. Interpretation, Information or Investigation – Written response including signing Supplemental Alcoholic Beverage Control Forms or DMV Forms.....	\$42.00
5. Filming Permits	
A. Service Processing Fee	\$232.00
B. Location Fee for any location filming on Public property and/or right of way	\$174.00
C. Each full time commercial employee or equivalent	\$12.00
Not to exceed	\$232.00
D. Town provision of necessary personnel, including police and fire personnel	Actual Cost
6. Records Retention Fee	
Microfilming	\$1.06 per page of Building plan
7. Police D.U.I. Accident Response Fee	Actual Cost*
*Full refund available upon presentation of proof of no conviction	
8. Police Loud Party Response Fee.....	Actual Cost
9. Police Juvenile Detention Fee.....	\$1.06 per minute after One hour of wait time
10. Notary Service.....	\$10.00 per signature

11. Passport Service.....	\$25.00 ³
12. False Alarm – Charges intended to defray the costs incurred in providing law enforcement services in response to a false alarm.	
Third False Alarm.....	\$53.00
Fourth False Alarm.....	\$80.00
Fifth False Alarm.....	\$106.00
Sixth and Subsequent False Alarms.....	\$133.00

C) Refund Policy (Does not apply to Planning Department)

The following refund policy applies to all Departments except Planning. The Planning Department refund policy is contained in item #46 in the Planning Department's fee schedule.

The Town Manager and/or the Assistant Town Manager may authorize a full refund when a fee is erroneously paid or collected. When a fee is not erroneously paid, the Town Manager, or the Assistant Town Manager, may authorize a full refund minus \$88 for processing. No refund can be issued for amounts under \$88.00.

D) Dispute Resolution Policy

The Town Manager, or designee, shall handle all complaints about fees or deposits. The Town Council will mediate and resolve any disputes not resolved by the Town Manager.

³ Fee is established by the US Department of State - Passport Agent and subject to change

SCHEDULE H:
WASTEWATER FEES AND CHARGES
As Adopted By Ordinance No. 294

Beginning on July 1st of each year the fees contained herein shall automatically be adjusted by a percentage amount that is equal to or less than, as determined annually by the Town Council, the Engineering News Record (ENR), construction cost index, 20 cities average, March to March. In compliance with State law, these fee increases shall only be implemented to the extent that a fee study justifies the actual Town cost in providing these services warrants these increases. Said fee study shall be filed with the Town Clerk at least sixty (60) days prior to July 1st of each year.

Wastewater Fees and Charges

Descriptions	Fee
Inspection Fees	
Lateral inspections	\$160.13
Lateral reinspections	\$80.05
Sewer line construction inspection	\$.40/ft, minimum \$240.20
Lift stations	Actual cost, minimum deposit \$1,334.03
Sewer plan checking fees	
Plan check 0' – 1,000'	\$480.40
Plan check 1,001' or more	\$480.40 + \$.31/ft over 1,000'
Lift stations	Actual cost, minimum deposit \$1,334.03
Sewage treatment plans	Actual cost, minimum deposit \$1,334.03
Rechecking of plans after approval	Actual cost
Application and processing fee	8.1% of plan check fees minimum \$40.03
Local sewer connection charges (Town (PFU)	
Local connection fee)	\$33.36 per Plumbing Fixture Unit
	Minimum \$667.22
Adjacent to an Assessment District Or Trunk Sewer	\$1,601.36
Division of Land within an Assessment District (Reapportionment)	\$400.34/each – first two parcels \$46.70 each additional parcel created
Feasibility study deposit	\$1,941.57 minimum deposit Actual cost

Regional Sewer Connection Charges:

For Building Permits within the sewer areas of the Town, a connection fee per Equivalent Dwelling Unit (EDU) or Fixture Unit (FU) has been established by the Victor Valley Wastewater Reclamation Authority (VWRA). The determination of EDU's will be based on a uniform schedule furnished by the VWRA. This connection fee is collected by the Town of Apple Valley on behalf of VWRA (and remitted to them) to meet future capacity needs. This regional connection fee is subject to change by the VWRA Commission and such changes are incorporated as though fully set forth.